



Richard J Berry, Mayor

**City of Albuquerque**  
**Environmental Health Department**  
**Air Quality Program (AQP)**  
**Compliance Test Protocol Format**



Mary Lou Leonard, Director

Compliance Test Protocol must follow the order shown below and must be separated accordingly. All sections that apply must be provided. If a section is not applicable, enter N/A and the reason why it is not applicable.

All tests required by the AQP permit, local or federal regulations must be carried out whether or not such tests are included in the protocol.

**I. Introduction** – Background information pertinent to the test is presented in this section, including but not limited to:

A. Reasons for conducting test (i.e. permit requirement, NSPS requirement, permit application, etc.)

B. Description of plant process and pollutant points being sampled.

**II. Summary** - This section provides contact, facility and test information. It also summarizes the equipment to be tested and the pollutants to be measured.

A. Facility contact information shall include:

- 1) company name
- 2) contact person
- 3) mailing address
- 4) e-mail address
- 5) telephone, fax
- 6) cell phone numbers

B. Facility information shall include:

- 1) site name
- 2) location
- 3) map
- 4) directions to the facility

C. Testing firm contact information shall include:

- 1) name of testing organization
- 2) contact person
- 3) mailing address
- 4) e-mail address
- 5) telephone, fax
- 6) cell phone numbers

D. Proposed test date(s) and test schedule.

E. Equipment and Procedures.

**1. Provide the following information:**

a) Description of the unit/source to be:

- 1) tested
- 2) make and model number
- 3) serial number
- 4) design / nameplate capacity (horse power, kilowatt, ect).

List any original process equipment that has been replaced in the last 3 years.

b) Description for the control equipment on units being tested including:

- 1) make (manufacturer)
- 2) model number
- 3) serial number

c) Simple schematic of the process being tested showing:

- 1) emission points
- 2) sampling sites
- 3) stack cross sections

Label and indicate the dimensions of the sampling points.

F. List of pollutants to be measured and EPA reference methods to be used.

**G. Any proposed variations from EPA reference methods. (NOTE: variations from standard procedure must be pre-approved by the Air Quality Program prior to testing and submitted with or prior to the compliance test protocol.)**

H. Description of sampling and analytical procedures including:

- a) sampling duration,
- b) number of test runs
- c) calibration procedures
- d) leak tests
- e) isokinetic calculations
- f) cyclonic flow determination

(NOTE: when conducting EPA Reference Method 9, only one emission point shall be read at a time and the readings shall be completed before commencing another emission point.).

**G. Proposed unit operating level(s) at time of test. (Explain how 90% capacity will be achieved or why it can't be achieved.)**

H. Make and model of the proposed test instrumentation and specifications including:

- 1) sensitivity,
- 2) interferences
- 3) response time
- 4) etc.

I. List of the plant or unit operating parameters during testing:

- 1) gas flow
- 2) delta P's, control equipment inlet and outlet parameters
- 3) process rate
- 4) derated and actual horsepower
- 5) rpm
- 6) fuel flow and the methods to be used to obtain them
- 7) etc.

**III.. Appendix – Place any additional information in this section, including but not limited to:**

A. Any anticipated complications that might arise during the tests, or with plant operations, and how these might affect the results.

B. Brief resumes including experience of test personnel.

C. Copies of any required certifications.

**Note: Any false statement(s) in the protocol may cause the test to be rejected by the Air Quality Program.**